

Message

From: Suchomel, Bruce [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=5D10AB19633E41ACAFF3030CB7BC68A5-SUCHOMEL, BRUCE]
Sent: 3/11/2019 6:08:22 PM
To: Parrotta, Nancy [Parrotta.Nancy@epa.gov]
Subject: FW: Call Memo for Cadmus (EP-C-15-022) Option Period 4 Work Assignments
Attachments: CBI Review of Individual WAs-DOs Form (Completed)_6-47.doc; Copy of IGCE_R8_WA_4-96_OptPer4.xlsx; COR Appt Memo_signed.pdf; COR Nomination Form - EPA 1900-65v4_signed.pdf; CPOD WA Review Checklist_4-96_signed.pdf; Immediate Start memo WA 4-96.docx; LOE memo WA 4-96.docx; PWS_EP-C-15-022_R8_UIC_PermitBacklog_WA_2018-2019_OptPer4.docx; COR Level II thru 100120.pdf

Nancy, I added my current COR Level II FAITAS certification certificate.

Bruce

From: Suchomel, Bruce
Sent: Monday, March 11, 2019 9:59 AM
To: Parrotta, Nancy <Parrotta.Nancy@epa.gov>
Cc: Shea, Valois <Shea.Valois@epa.gov>
Subject: RE: Call Memo for Cadmus (EP-C-15-022) Option Period 4 Work Assignments

Hi Nancy,

I've attached everything you ask for below, except our QA Assurance and Verification forms (item numbers 4 and 10 below). Those two forms are with our QA department for signature and I will forward them to you as soon as I receive the approval.

(Copied is Valois, our project permit writer.) Also not included, as per your prior instruction, is #12. And there is no need for item #9.

Bruce Suchomel, Environmental Engineer/COR
UIC Projects and Permits, USEPA (8WP-SUI)
1595 Wynkoop Street
Denver, CO 80202
303-312-6001

From: Parrotta, Nancy
Sent: Thursday, February 28, 2019 10:26 AM
To: OW-OGWDW Infrastructure Program <OWOGWDW_Infrastructure_Program@epa.gov>; OW-OGWDW Prevention Program <OWOGWDW_Prevention_Program@epa.gov>; OW-OGWDW Protection Program <OWOGWDW_Protection_Program@epa.gov>; OW-OGWDW Immediate Office <OWOGWDW_Immediate_Office@epa.gov>; Fries, Steve <Fries.Steve@epa.gov>; Lynch, Marissa <Lynch.Marissa@epa.gov>; Dyson, Nushat <Dyson.Nushat@epa.gov>; Edwards-Lindsey, Karen <Edwards-Lindsey.Karen@epa.gov>; Mapp, Latisha <Mapp.Latisha@epa.gov>; Pickard, Brian <Pickard.Brian@epa.gov>; Delehanty, Robyn <Delehanty.Robyn@epa.gov>; Chien-Hale, Miranda <chien-hale.miranda@epa.gov>; Wisniewski, Patti-Kay <Wisniewski.Patti-Kay@epa.gov>; Suchomel, Bruce <Suchomel.Bruce@epa.gov>; Clark, Johnny <Clark.Johnny@epa.gov>; Rao, Kate <Rao.kate@epa.gov>; Connor, Timothy <Connor.Timothy@epa.gov>; Corcelli, Leslie <Corcelli.Leslie@epa.gov>; Goldstein, Carl <Goldstein.Carl@epa.gov>; Ngo, Kim <Ngo.Kim@epa.gov>; Travers, David <Travers.David@epa.gov>; Rodgers-Jenkins, Crystal <Rodgers-Jenkins.Crystal@epa.gov>; Coleman, Ronald <Coleman.Ronald@epa.gov>
Subject: Call Memo for Cadmus (EP-C-15-022) Option Period 4 Work Assignments

Option Period 3 of the Cadmus contract (EP-C-15-022) ends on June 30, 2019. We have started to exercise Option Period 4 of the contract which starts on July 1, 2019. Please start sending me your new work assignment packages for Option Period 4 of the Cadmus contract as soon as you can (but no later than March 18, 2019) in order for us to process all your paperwork and get your new work assignments on the contract by July 1st. It takes time to get all of these work assignments through the QA process and CPOD. We will start sending out projected roll over amounts for each WA after the June invoices come in probably around the 4th week of July.

Your work assignment package includes your:

- 1) performance work statement (PWS),
- 2) independent government cost estimate (IGCE),
- 3) CPOD checklist,
- 4) quality assurance form,
- 5) confidential business information form,
- 6) COR nomination for both the primary and alternate WACOR with FAITAS Certs
- 7) COR appointment memo for both primary and alternate WACOR
- 8) Immediate Start Memo
- 9) Approved online Conference Form 5170 (if you are doing a conference over \$20K)
- 10) QA Verification Form (If you are not in OGWDW)
- 11) LOE memorandum requesting EPA's LOE estimate be provided to the contractor, if you are taking this option
- 12) FITARA approval email

If your work assignment requires contract support for any meeting or conference with a total projected cost (including the Government and contractor) of \$20,000 or more, we need to show that the electronic Conference Form (Form 5170) has been approved and attach that approval in supporting documentation in EAS. The CO will not approve tasks related to meeting activities without either an approved form or a memo stating that EPA does not expect the total cost of the meeting to exceed \$20,000.

Most of these forms are on the G share drive under DWPD/Contracts/Cadmus EP-C-15-022/Forms. I will send the forms out via email as well. The conference form is online at <https://ocfosystem5.epa.cgipdc.net/ConferenceSpending/login.action>.

Please send me via email or hand deliver your WA packages to me. I will upload your packages into EAS. I will need a Word version of your PWS via email so we can review and provide comments on the PWS.

Please note that you cannot provide/issue technical direction on your new work assignment until the effective date of your work assignment.

If you are a brand new WACOR, please note that you will need to complete the mandatory COR certification requirements through FAITAS.

When preparing your work assignment packages, please note the following:

- Performance Work Statements (PWSs): Use the existing format in our PWS template. Clearly and concisely, outline the work required. Only include work that can be accomplished July 1, 2019 –June 30, 2020. All task descriptions must state what the contractor is required to do, and must include a schedule and all end products. You can indicate that technical direction will be used to refine task details that may not be available at work assignment issuance. However, you

cannot define or add tasks with technical direction. All tasks must definitively state, "The Contractor shall....." Please use the correct QA language for your work assignment.

. Independent Government Cost Estimate: Please use the rates on the IGCE form unless you know that your particular project uses higher unloaded rates. Also, if your past work has been done by subcontractors, please include this in your IGCE.

For WSD staff: Please use your Fy19 Business Plan amounts when developing your work assignments. We will go back in and amend as necessary when we receive our final budget.

Please give me a call at 564-5260 if you have any questions... Thanks...

Nancy Parrotta
Office of Ground Water and Drinking Water
U.S. Environmental Protection Agency
Washington, DC
Office Phone: 202-564-5260